

TO: Sgt. Marcella Solis, Star# 1127
Internal Affairs Division
General Investigation Section

FROM: Maria Colon
Laboratory Technician III
Random Drug Testing Unit

SUBJECT: Specimen Collection
Civilian Drug Test
Sample: HA110749

On 02 November 2011, at approximately 1218 hrs., [REDACTED] reported to the Random Drug Testing Unit to provide a sample of hair for drug screening during the application process for Detention Aide. She presented her driver's license to me and I verified her identity and signed the identification verified line on the Hair/Nail Sample Test Affidavit.

I then completed the Custody and Control Form (CCF) with her assigned identification number, HA110749. I gathered all of the collection materials and verified that the pre-printed information on the form was correct. I then removed the Sample Acquisition Card (SAC) and opened it and removed the foil, integrity seal and alcohol pad. I then folded the foil in half and opened it and then I signed and dated the integrity seal. Then I copied [REDACTED] identification number, HA110749, onto the SAC along with my signature and date and time. I then determined where I was going to collect her hair sample and checked the appropriate box (Head) on the CCF form.

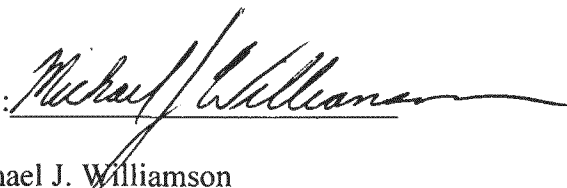
In her presence I cleaned the scissors and hair clip with the provided alcohol pad. I grasped a lock of her hair approximately a half inch wide from the back of her head and cut it as close to the scalp as possible. I placed the sample hair with the root facing the squared off side of the folded foil and pinched it closed and placed the foil in the SAC. I sealed the SAC by removing the adhesive strip from FLAP A and folded it over to meet the designated spot on the SAC. I did the same for FLAP B. I sealed the SAC by removing the backing from the Integrity Seal and placed it over the designated spot on the SAC which created a secure seal across FLAPS A and B

I had [REDACTED] read the statement on the SAC and then initial it in the space provided. She then read and filled out Part 1 of the Hair/Nail Sample Test Affidavit and signed the form which I also signed. I completed Step 4 of the CCF, folded the form and placed it in the SAC pouch. I sealed the pouch and she initialed and dated it. I then took the pouch containing her hair sample and placed it in the locked Random Drug Testing Unit refrigerator. She was then provided with copies of the forms that we had completed.



Maria Colon
Laboratory Technician III
Random Drug Testing Unit

Approval:



Inv. Michael J. Williamson
Acting Commanding Officer
Random Drug Testing Unit